

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

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| DHR | 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Office of Financial Services Payroll Unit Room 522-S 47 Trinity Ave. S.W. Atlanta, Georgia 30303 | ARCHIVES AND HISTORY |
| Application Date 3/24/82 | Application Number 82-8 | Application Number 82-67 |
| Application Number 82-8 | Date Received MAR 25 1982 | Date Completed APR 1 1982 |
| 2. Person to Contact Charles Heery | Working Title Payroll Supervisor | Telephone Number 656-4375 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ | Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void | |
| 4. Dates of Series Earliest Latest 1977 continuing | 5. Records Series Title (Followed by title used in office, if different) Unemployment Insurance Wage and Tax Quarterly Reports | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Financial Services has the responsibility to maintain the financial records of the Department in a manner to reflect separate accountability for each type of activity administered by DHR, with disbursement classifications as required by the State Auditor and the various Federal agencies. | | |
| The Payroll Unit is responsible for the establishment, modification or termination of employee payroll checks; and the recording, processing, reporting and maintaining of employment wages, withholdings, and related information required by Federal, State and Local agencies. | | |
| 7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Recording wages paid to employees and taxes due for unemployment insurance Included are: GEMS 1065 (Unemployment Insurance Quarterly Report, ESA-4 Information, and ESA-4 Exception List), ESA-3C (Statement To Correct Employer's Quarterly Tax and Wage Report), ESA-4 (Quarterly Report of Wages, two pages), ESA-4B (Wages Paid To Each Employee), Quarterly Employee Gross Wages and Unemployment Report Gross Wages Comparison Ledger, Quarterly Certified Payroll Gross Wages Ledger, Quarterly ESA-4 Ledger Worksheet, Void and Handrawn Check Ledger, GEMS 1077 (Unemployment Insurance Discrepancies, and related correspondence) | | |
| The file is arranged: Quarterly by report | | |
| 8. Monthly Reference Rate | How often are records referred to which are: One to six months old <u>6</u> : Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>?</u> | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> : Legal-size drawers <u> </u> : Shelves <u> </u> : Other (Specify) <u> </u> | | |

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| <input checked="" type="checkbox"/> | a. Is this the official copy of the series? If not, where is it? |
| <input checked="" type="checkbox"/> | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| <input checked="" type="checkbox"/> | c. Is this a vital record? |
| <input checked="" type="checkbox"/> | d. Does this series have historical or long term research value? |
| <input checked="" type="checkbox"/> | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| <input checked="" type="checkbox"/> | f. Is the information contained in this series ever published? If yes, attach copy. |
| <input checked="" type="checkbox"/> | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| <input checked="" type="checkbox"/> | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| <input checked="" type="checkbox"/> | i. Is this series (or a major portion of it) regularly microfilmed? |
| <input checked="" type="checkbox"/> | j. Does the record series result in a computer printout? |

11. Formation Requirements

The following requires the series to be kept:

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed by the Payroll Office to research and verify unemployment insurance wages and taxes.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each quarter as follows:

1. Hold in the current files area for 1 month(s), then 1 year(s); then
 Transfer to local holding area; hold 1 year(s), then 1 year(s); then
 Transfer to State Records Center; hold 3 year(s); then 1 year(s); then
 Destroy
 Transfer to State Archives for permanent retention.
 Other (Specify) _____

extinguish the original red and assume blue as follows at high atmospheric pressure:

These instructions apply to all prior and future accumulations of the series.

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| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>Charles J. Denby</i> | <i>3/23/82</i> | <i>Paul V. Murphy</i> | <i>3/23/82</i> |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) <i>Douglas S. Lord</i> <i>Carole Scott</i> <i>Frank H. Miller</i> <i>4-1-82</i> | |
| State Auditor/Designee | <i>John C. B.</i> | Date | <i>3-30-82</i> |
| Secretary of State/Designee | <i>C. B.</i> | Date | <i>3-29-82</i> |
| Attorney General/Designee | | | |